



COUNTY OF YORK JOB DESCRIPTION
Senior Accountant
Finance Department
Accounting & Financial Reporting

Human Resources Department
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Conducts and coordinates complex professional accounting work involving the research, analysis, preparation, and maintenance of financial information for the Comprehensive Annual Financial Report, and other financial reports for audit purposes. Develops complex worksheets and schedules in support of the various financial reports. Performs professional accounting as a team leader. Work is performed under minimal supervision. Position reports to the Accounting & Financial Reporting Supervisor.

ESSENTIAL JOB FUNCTIONS

Assists with the planning and development of the County's Comprehensive Annual Financial Report (CAFR); develops complex worksheets and researches and analyzes financial documents and records to develop schedules and work papers on such financial information; assists in the administration of the annual audit which includes research, analysis, development, and summarization of all County and school funds.

Assists with review of staff's work for accuracy and completeness; assists in training assigned staff in the more complex aspects of the functions.

Provides recommendations in the development of procedures and practices of the Division of Accounting and Financial Reporting; works with County staff to develop and implement automated financial reporting processes.

Develops complex worksheets, schedules, and other working papers and financial information for all funds.

Prepares the reconciliation of the Riverwalk Landing tenant operations and dockmaster operations on a monthly basis.

Prepares the financial transactions of the Economic Development Authority of York County (EDA) on an on-going basis. Assists with the coordination and administration of the annual audit process and preparation of the financial statements of the EDA.

Assists with the preparation and analysis of the financial transactions of the Marquis Community Development Authority of York County (MCDA) on an on-going basis. Assists with the coordination and administration of the annual audit process and preparation of the financial statements of the MCDA.

Responsible for the review and/or preparation of Capital Assets and assists with the preparation of the Auditor of Public Accounts Transmittal Report.

Assists with the preparation of the Cost Allocation Plan, E911 Report, and other financial reports.

Researches and remains current on GASB pronouncements to ensure County compliance.

Provides recommendations, as well as new schedules and statements for the implementation of Generally Accepted Accounting Principles relating to County operations; provides recommendations in the implementation of all Government Accounting Standards relating to County operations.

Attends Board of Supervisors meetings as needed to provide needed materials or to answer questions relating to financial reports.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required and assists the Division of Budget as needed.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of governmental accounting, auditing, financial reporting, and budgeting.

Comprehensive knowledge of generally accepted accounting principles, and governmental accounting standards.

Thorough knowledge of personal computers, including word processing and spreadsheet software.

General knowledge of modern management principles and practices.

Effective oral and written communication skills.

Ability to use personal and peripheral computers with reasonable speed and accuracy.

Ability to oversee and supervise the work of others objectively.

EDUCATION AND EXPERIENCE

A bachelor's degree in accounting, business administration, or a related field and 5 - 7 years of experience in governmental accounting, including CAFR preparation, or any equivalent combination of education and experience which provides the entry knowledge, skills, and abilities.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines, which includes computers, calculators, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking to people to convey or exchange information. Includes giving assignments and/or directions to others.

Language Ability: Requires the ability to read and prepare a variety of informational documents, budget summaries, annual audits, budget worksheets, minutes, and related departmental records and reports.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract, multiply and divide; to determine percentages and decimals; to utilize basic systems of algebra; and to utilize statistical theory and inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate to high levels of stress.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____